

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF KENTUCKY
Office of the Clerk

Robert R. Carr
Clerk of Court

Nathan W. Lee
Chief Deputy Clerk



101 Barr Street
Lexington, KY
40507

PH: 859-233-2503

www.kyed.uscourts.gov

Position:	Chief Deputy Clerk
Location:	Lexington, Kentucky
Starting Salary Range:	\$117,376 to \$137,659 (JSP 15- JSP 16) Based on Qualifications and Judiciary Policy
Opening Date:	September 9, 2016
Closing Date:	Open until filled, with preference given to applications received by October 11, 2016

Position Overview

The Clerk's Office of the United States District Court for the Eastern District of Kentucky is seeking a skilled administrator with excellent interpersonal and resource management skills for the position of Chief Deputy Clerk for the District. The position of Chief Deputy Clerk is comparable to that of a chief administrative officer. The Chief Deputy is the senior-level manager who functions under the direction of the Clerk of Court and is responsible to the Clerk of Court for the administration and supervision of the Clerk's Office. Together with the Clerk, the Chief Deputy Clerk provides leadership, management, and supervision of the Clerk's Office and assumes the duties and responsibilities of the Clerk in the Clerk's absence. The Chief Deputy Clerk provides leadership and advice to the management team and staff to ensure efficient court operations in all areas including, but not limited to, case administration, information technology, budget and financial management, procurement, statistical reporting, human resource administration, jury administration, facilities management, emergency preparedness, and security. The Chief Deputy also leads projects to develop, implement, and refine office policies, procedures, and programs to enhance the productivity of the Clerk's Office and District Court. In conjunction with the Clerk, the Chief Deputy works directly with judges, lawyers, government agencies, and the Administrative Office of the United States Courts.

Qualifications and Experience

Applicants must possess strong leadership and management capability along with a high degree of integrity and adaptability. The successful applicant must also be an outstanding motivator and communicator who is able to maintain a professional demeanor at all times. He or she must also be capable of tactfully providing innovative solutions to workplace dilemmas and employee relations issues, have superb interpersonal skills, and demonstrate strong analytical and project management abilities. He or she must also have a performance history that demonstrates outstanding organizational and problem solving skills, a strong work ethic, and the ability to exercise sound judgment. The successful applicant must demonstrate a high level of competence in supervision, management, and the ability to determine, convey, and manage mission critical priorities. He or she must also be capable of providing team-based leadership, adroitly resolving conflict, and responsibly administering legal, financial, human and/or other resources while maintaining a harmonious and supportive environment. Excellent verbal and written communication skills are required as is an understanding of public service and a commitment to accomplishing the same.

In addition, applicants must also have a minimum of six years of progressively responsible administrative, professional, investigative, technical, or other responsible work which provided an opportunity to gain: (1) a general knowledge of management practices and administrative processes, (2) skill in dealing with others in person-to-person work relationships, and (3) the ability to exercise mature judgment. The successful applicant must demonstrate three years of progressively responsible experience in administrative, supervisory, managerial, or professional work, which provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management. Applicants must possess a bachelor's degree from an accredited educational institution. Although not required, possession of a law degree may be substituted for up to two years of specialized experience. Experience in public administration, accounting/auditing/finance, facilities management, human resources, business, or related field can provide a good background for the applicant and is also desirable.

About the Court

The U.S. District Court for the Eastern District of Kentucky is the federal trial court for the District which covers 67 counties in the Eastern half of the state. The Clerk's Office is headquartered in Lexington and has staffed divisional offices in Ashland, Covington, Frankfort, London, and Pikeville. Under the direction of the Clerk of Court, the office serves as the primary administrative office for the District and employs a staff of approximately 50 dedicated individuals. More information can be found on the court's website at www.kyed.uscourts.gov.

Application Process

Qualified persons are invited to submit a cover letter that describes applicant's management style and philosophy and explains how the applicant's qualifications and relevant experience relate to the position. Information about the applicant's experience in planning and implementing human, financial, and business resources to optimize organizational objectives would also be helpful. In addition, each applicant should provide a chronological resume that details years of experience, including dates of employment, salary history, functions managed, the number and composition of personnel supervised, and the reason for leaving each position. (Applicants may choose to include this information in the cover letter instead of the resume document.) Applicants should also include contact information for three references. By submitting the references, the applicant consents to those references being contacted prior to a determination as to selection for interview. Application packets without the cover letter addressing the qualifications and list of references may not be considered.

Application materials may be submitted via e-mail to hr@kyed.uscourts.gov, or by regular mail (marked confidential) to:

Vacancy #16-03 (confidential)
U.S. District Court
Eastern District of Kentucky
101 Barr Street
Lexington, KY 40507

Other Information

Applicants must be a U.S. Citizen or eligible to work in the United States.

Employees of the U.S. District Court serve under "excepted appointments" and are "at-will" employees. The successful candidate for this position is subject to an FBI fingerprint check and thorough background investigation (with periodic reinvestigation, if applicable). Employment will be provisional and contingent upon the satisfactory completion of the required background investigation.

This position is eligible for federal benefits such as federal retirement plan; paid vacation, sick and holiday leave; and participation at various cost options in a choice of several insurance plans including health, life, dental, vision, long term care, etc.

The Clerk reserves the right to modify the conditions of this vacancy announcement at any time or withdraw it without notice.

All appointments are subject to mandatory electronic funds transfer for payment of net pay.

Only those applicants selected for interview will be contacted and must travel at their own expense.

The U.S. District Court for the Eastern District of Kentucky is an equal opportunity employer and values diversity in the workplace. Reasonable accommodations will be provided to applicants with disabilities.

Estimated travel time for this position: 1-10%